

CARES-ESSER

Reporting Instructions

Reporting deadline: January 19, 2021

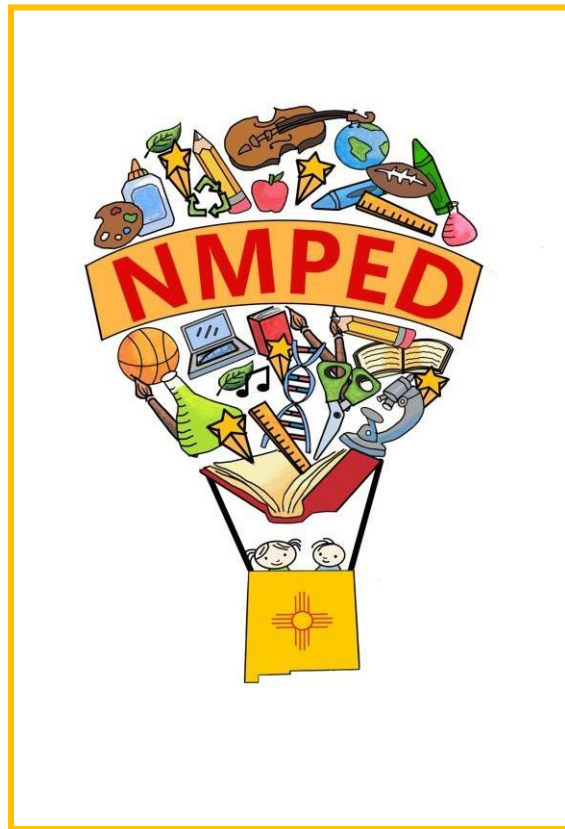


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QUESTIONS?

New Mexico Public Education Department
Student, School and Family Support Bureau
120 South Federal Place

Room 201
Santa Fe, NM 87501

(505) 470-3907

Visit our web site for more information and staff directory.

<https://webnew.ped.state.nm.us/bureaus/title-i/staff/>

ESSER Reporting: Step 1



Before you start:

Tips for using the ESSER Application System

1. Internet Explorer

The ESSER application is built on a Microsoft platform. The application operates optimally in Internet Explorer.

2. Username and Password

Each district will have one username and one password. It is best if only one authorized user is accessing the application at a time. The system will save only one user's work at a time, and having multiple people in at the same time will cause system errors.

To fulfill the annual CARES-ESSER fund reporting requirements, answer all questions based on the most recently completed reporting period which started on March 13, 2020 and ended on September 30, 2020.

Entry into the Application

Click here to access the ESSER Application:

<https://eui.ped.state.nm.us/sites/ESEAConApp/ESSER/SitePages/Home.aspx>

Windows Security

iexplore
Connecting to eui.ped.state.nm.us.

User name

Password

Domain: PEDNM

Remember my credentials

OK Cancel

1. ENTER YOUR USERNAME.
2. ENTER YOUR PASSWORD.
3. CLICK THE "OK" BUTTON.

Current District

District

DistrictCode

DistrictType

Email Address

Phone Contact

Application Status

Recommendations


Created at 12/30/2020 11:25 AM by Mahesh Reddy
Last modified at 12/30/2020 11:25 AM by Mahesh Reddy

Save Cancel







FIND YOUR DISTRICT
INFORMATION.

ESSER Reporting: Step 2

LEA Expenditures-ESSER Funds Required Information

1. Click on the edit icon to access questions. 
2. Complete all of the required questions.
3. If "Other" is indicated, please be sure to describe.
4. Click the "Save" box.

To fulfill the annual CARES-ESSER fund reporting requirements, answer all questions based on the most recently completed reporting period which started on March 13, 2020 and ended on September 30, 2020.


 Save	 Close	 Paste	 Copy	 Cut	 Delete Item
Commit		Clipboard			Actions

Amount Expended by LEA	<input type="text" value="500,000"/>
Amount expended by the LEA on equitable services	<input type="text" value="10,000"/>
Uses of Funds	Amount Expended by Activity
Purchasing Educational Technology	<input type="text" value="400,000"/>
Unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth	<input type="text" value="50,000"/>
Mental health services and supports	<input type="text"/>
Sanitization and minimizing the spread of infectious diseases	<input type="text" value="50,000"/>
Summer learning and supplemental afterschool programs	<input type="text"/>
Other (uses of funds not included above)	<input type="text"/>
If Other, please describe:	<input type="text"/>



"Purchasing Educational Technology" includes hardware, software and connectivity, and may include assistive technology and adaptive equipment.

LEA Expenditures-ESSER Funds

Edit	DistrictID:District	Amount Expended by LEA	Amount expended by the LEA on equitable services	TotalAmount	Amount Validation
	_PED Test	<input type="text" value="500,000"/>	<input type="text" value="10,000"/>	<input type="text" value="500,000"/>	




The "Amount Expended by LEA" is prefilled.

The "Amount Expended by LEA" and the "Total Amount" should match once all amounts have been entered.


ESSER Reporting: Step 3


LEA Expended Questions Required Information


To fulfill the annual CARES-ESSER fund reporting requirements, answer all questions based on the most recently completed reporting period which started on March 13, 2020 and ended on September 30, 2020.

1. Click on the edit icon to access questions. 
2. Complete all of the required questions and sub-questions.
3. If “Other” is indicated, please be sure to describe.
4. Click the “Save” icon.

Did the LEA use ESSER funds to provide home Internet access for any students? (Yes/No)	If yes, what types of home Internet services were provided by the district using ESSER funds? Internet Service type:		Yes/No	
Yes <input type="checkbox"/>	Mobile hotspots with paid data plans		Yes <input type="checkbox"/>	
	Internet connected devices with paid data plans:		Yes <input type="checkbox"/>	
	District pays for the cost of home Internet subscription for student:		Yes <input type="checkbox"/>	
	District provides home Internet access through a district-managed wireless network:		Yes <input type="checkbox"/>	
	Other		No <input type="checkbox"/>	
	If Yes, please specify		<input type="text"/>	
Did the LEA use ESSER funds to provide dedicated learning devices to any students? (Y/N)	Grade Level "Elementary" is composed of any span of grades not above grade 6" and "Secondary" is 7-12	Students with dedicated device provided by the LEA (Numerator)	Students enrolled on First reporting period (Denominator)	Proportion of students with an LEA-provided device
Yes <input type="checkbox"/>	Elementary	11,000	11,624	94.63
	Secondary	12,500	12,587	99.31

 **Dedicated devices** include desktop, laptop, and tablet computers (including Chromebooks and iPads). Do not include smartphone devices.


 “Students enrolled on First reporting period” is prefilled with the 2020-2021 40-day count. Provide the number of “Students with dedicated device provided by the LEA” and click “Save” to auto-populate the “Proportion of students with an LEA-provided device.”

 Elementary is preschool through grade 6; Secondary is grades 7-12.

ESSER Reporting: Step 4

Student Participation & Engagement Required Information

To fulfill the annual CARES-ESSER fund reporting requirements, answer all questions based on the most recently completed reporting period which started on March 13, 2020 and ended on September 30, 2020.

1. Click on the edit icon to access questions. 
2. Complete all of the required questions by selecting Yes/No.
3. If "Other" is indicated, please be sure to describe.
4. Click the "Save" icon.

Grade Level	Methods	Yes/No
Elementary	Submission of assignments	Yes <input type="checkbox"/>
	Participation in assessments	Yes <input type="checkbox"/>
	Tracking student logins to online learning platforms	Yes <input type="checkbox"/>
	Participation in individual coaching or check ins	Yes <input type="checkbox"/>
	Participation in email, text or other electronic communication	Yes <input type="checkbox"/>
	Participation in help lines or hot lines for help with remote learning.	No <input type="checkbox"/>
	Participation in synchronous online classes	Yes <input type="checkbox"/>
	Other	Yes <input type="checkbox"/>
	If Other, please describe:	<input type="text" value="Recorded classes"/>
Secondary	Submission of assignments	Yes <input type="checkbox"/>
	Participation in assessments	Yes <input type="checkbox"/>
	Tracking student logins to online learning platforms	Yes <input type="checkbox"/>
	Participation in individual coaching or check ins	Yes <input type="checkbox"/>
	Participation in email, text or other electronic communication	Yes <input type="checkbox"/>
	Participation in help lines or hot lines for help with remote learning.	No <input type="checkbox"/>
	Participation in synchronous online classes	No <input type="checkbox"/>
	Other	Yes <input type="checkbox"/>
	If other, please describe:	<input type="text" value="Asynchronous classes"/>



NOTE: If ESSER funds were used to develop, initiate and/or implement **REMOTE LEARNING**, select all methods used to document **student participation and engagement** during **remote learning**.



Check all that apply for **50% or more** of the students within Elementary and within Secondary.




Elementary is preschool through grade 6; Secondary is grades 7-12.

ESSER Reporting: Step 5

Resubmitting the Application

After the three reporting modules have been completed, the application is ready to resubmit.

- Scroll to the top of the application.
- Click on the drop-down arrow for Application Status.
- Choose the Submit to State status.
- Click the save button.
- The application has now been resubmitted.



The screenshot shows a web form with a dropdown menu for 'Application Status'. The dropdown is open, showing four options: 'In Process' (highlighted in blue), 'Approve', 'Return to District', and 'Submit to State'. A black arrow points to the 'Submit to State' option. Below the dropdown is a 'Recommendations' text area. At the bottom of the form, there is a metadata line: 'Created at 4/24/2020 1:57 PM by Mahesh Reddy' and 'Last modified at 5/5/2020 2:38 PM by Mahesh Reddy'. To the right of the metadata are 'Save' and 'Cancel' buttons.



Review Process

SSFS staff will review the reporting modules and communicate the need for any necessary changes.



Please contact SSFS staff with any questions.

(Use the link below or see next page.)

[LEA.RfR-assignment-list-12.01.20.pdf \(state.nm.us\)](#)



ESSER reporting deadline: January 19, 2021

Student, School, and Family Support Bureau Assignments
Effective December 01, 2020

Carol Culver (505) 490-5918

Carol.Culver@state.nm.us

Albuquerque School of Excellence
Belen Consolidated Schools
Carrizozo Municipal Schools
Cesar Chavez Community School
Cobre Consolidated Schools
Española Public Schools
Grants-Cibola County Schools
Hózhó Academy
Jal Public Schools
Jemez Mountain Public Schools
Los Lunas Public Schools
Loving Municipal Schools
Monte Del Sol
New Mexico Connections Academy
New Mexico School for the Arts (Santa Fe)
Rio Rancho Public Schools
Roswell Independent Schools
Ruidoso Municipal Schools
Sandoval Academy of BE
Santa Fe Public Schools
Turquoise Trail
Truth or Consequences Municipal Schools
Wagon Mound Public Schools
Walatowa High Charter School
Zuni Public Schools

Kenneth Stowe (505) 412-9979

Kenneth.Stowe@state.nm.us

Animas Public Schools
Chama Valley Indep. Schools
Clayton Public Schools
Cloudcroft Municipal Schools
Clovis Municipal Schools
Corona Municipal Schools
Cuba Independent Schools
Deming Public Schools
Dzil Dit Looi School of Empowerment
Farmington Municipal Schools
Hagerman Municipal Schools
Hobbs Municipal Schools
Hondo Valley Public Schools
La Academia Dolores Huerta
Logan Municipal Schools
Lovington Municipal Schools
McCurdy Charter School
Portales Municipal Schools
School of Dreams Academy
Solare Collegiate Charter School
South Valley Preparatory School
Texico Municipal Schools
West Las Vegas Public Schools

N&D

Clarice Cata (505) 412-8889

Clarice.Cata@state.nm.us

Aldo Leopold Charter High School
Alma d'arte Charter HS
Altura Preparatory School
Des Moines Municipal Schools
Dora Municipal Schools
Estancia Municipal Schools
Explore Academy
Floyd Municipal Schools
Fort Sumner Municipal Schools
Grady Municipal Schools
Horizon Academy West
J Paul Taylor Academy
Las Montañas
Lordsburg Municipal Schools
Media Arts Collaborative Charter
Peñasco Independent Schools
Red River Valley Charter School
Roots and Wings
San Jon Municipal Schools
Santa Rosa Consolidated Schools
Six Directions Indigenous
Tatum Municipal Schools
Tierra Adentro
Tucumcari Public Schools
Tularosa Municipal Schools

Suzette Williams (505) 470-3907

Suzette.Williams2@state.nm.us

ABQ Collegiate Charter School
Albuquerque Institute of Math & Science
Amy Biehl Charter High School
Aztec Municipal Schools
Capitan Municipal Schools
Carlsbad Municipal Schools
Dexter Consolidated Schools
Gadsden Independent Schools
Hatch Valley Public Schools
Lake Arthur Municipal Schools
Maxwell Municipal Schools
Melrose Public Schools
Mission Achievement and Success
Mora Independent Schools
Moriarty Municipal Schools
North Valley Academy
Pecos Independent Schools
Southwest Aeronautics Mathematics & Science
Southwest Primary Learning Center
Southwest Secondary Learning Center
The ASK Academy (Rio Rancho)
The ABQ Sign Language Academy
The GREAT Academy
The Montessori Elementary
The New America School - Las Cruces

Meghan Southworth (505) 490-5381

Margaret.Southworth@state.nm.us

Alamogordo Public Schools
Artesia Public Schools
Bloomfield Public Schools
Central Consolidated Schools
Cimarron Municipal Schools
Elida Municipal Schools
Estancia Valley Classical Academy
Eunice Municipal Schools
Jemez Valley Public Schools
Las Cruces Public Schools
Las Vegas City Public Schools
Los Alamos Public Schools
Magdalena Municipal Schools
Mesa Vista Consolidated School
Mountainair Public Schools
Pojoaque Valley Public Schools
Quemado Independent Schools
Raton Public Schools
Socorro Consolidated Schools
Springer Municipal Schools
Taos Municipal Schools
Taos Academy
Taos Integrated School for the Arts
Taos International School
Vaughn Municipal Schools

Gabe Baca (505) 670-8402

Gabriel.Baca2@state.nm.us

ABQ Bilingual Academy
Gallup-McKinley County Schools
La Tierra Montessori School
Reserve Public Schools
Silver Consolidated Schools
Tierra Encantada

Louie Torrez (505) 699-2054

Louie.Torrez@state.nm.us

21st Century Public Academy
ACES Technical High School
Albuquerque Public Schools
Bernalillo Public Schools
Dulce Independent Schools
House Municipal Schools
Middle College High School
Mosquero Municipal Schools
Questa Independent Schools
Raices del Saber Xinachtli Community School
Roy Municipal Schools
The MASTERS Program

Estevan Vazquez (505) 470-1758

Estevan.Vazquez2@state.nm.us

Bureau general information